

OFFICE OF ADMINISTRATIVE LAW

NOTICE OF VACANCY

JUDICIAL ASSISTANT 1 OAL



SALARY RANGE: \$43,094.21 - \$60,725.57 (A17)

WORKWEEK: 35 Hour Workweek

POSTING PERIOD FROM: December 22, 2017

TO: January 5, 2018

OPEN TO: ☐ Unit Scope: ☐ Division Wide
☐ Department Wide (open to Treasury employees)
☒ State Wide (all Departments/State employees)

DIVISION/LOCATION:
Office of Administrative Law
33 Washington Street
Newark, NJ 07102

JOB DESCRIPTION: Under supervision, assists in the administrative coordination of case management procedures related to cases heard by Administrative Law Judges; acts as point of contact for litigants and their legal representatives to provide assistance with the procedural aspects of the administrative hearing process; ensures that all judicial proceedings and decisions are completed within statutory timeframes; provides administrative support to one or more Administrative Law Judges; does other related duties as required.

REQUIREMENTS: Open to full-time employees who have permanent status in a competitive title and who meet the requirements listed below:

EXPERIENCE: Five (5) years of experience in providing general administrative support in a legal, regulatory or government environment.

NOTE: Completion of a certified course of training from an accredited institution as a Paralegal Technician or Paralegal Assistant may be substituted for two (2) years of the relevant experience.

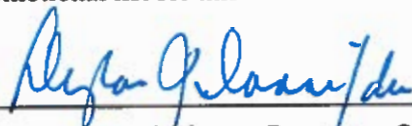
NOTE: Successful completion of sixty (60) semester hours at an accredited college or university may be substituted for two (2) years of experience.

If you qualify and are interested, please submit your resume, cover letter and Application for Employment, by email only. All submissions must be received by 5:00 pm (close of business) on the last day of the posting period to:

Department of the Treasury
Division of Administration/Human Resources
Employment Recruiter
Email address: EmploymentRecruiter@treas.nj.gov
(subject line: Judicial Asst. 1)

THIS IS NOT A PROMOTIONAL ANNOUNCEMENT. Appointment(s) resulting from this posting will be in accordance with Civil Service Commission rules and regulations. Note: In accordance with NJAC 4A:4-1.5, any employee who is currently on an incomplete promotional list for this title in Unit Scope Y100 may request a provisional appointment.

JOB POSTING AUTHORIZED BY:


Douglas J. Ianni, Human Resources Officer

The State of New Jersey is an Equal Opportunity Employer